



First Step Early Childhood Educational Center
POB 27573 Barrigada Guam 96921
Email: firststepguam@yahoo.com
Contact: 671-632-2839



First Step Early Childhood Educational Center will do whatever it takes to keep our parents, children, and staff safe. The center will ensure that these procedures and plans below will be followed and monitored.

Preventing the Spread of COVID-19

The center is going to take drastic measures to ensure that everyone in the center is safe. The center is going to put in place daily preventative actions to prevent the spread of COVID-19. The center will be encouraging all parents, children, and staff to keep up with their hygiene by eating healthy foods, taking daily showers, washing their hands thoroughly, covering coughs and sneezes, wearing face masks (excluding those two years old and below), and to stay home if they or a loved one is sick. The center is going to be issuing and posting announcements about preventing COVID-19 and other ways to practice daily healthy habits.

Monitoring and Planning for Absenteeism Among Your Staff

The center is going to be monitoring and managing staff attendance by having regularly scheduled shifts and assigned classrooms. There will be two (2) groups of staff members managing the center. The first group consists of 4 staff members that will be on hours from 6:30AM-12:00PM. The second group consists of 4 staff members that will be on hours from 12:00PM-5:30PM. There will be three (3) staff members who will open the center manding the medical post checking parents' and childrens' temperature, disinfecting their belongings, asking screening questions, and guiding the children and parents into the center. Another staff member will be inside the center sanitizing and prepping for those children who are entering the center. Each classroom will have one (1) staff member. Staff members will not be allowed in other classrooms to ensure the safety of the children and other staff members. This arriving process will apply to the pick-up process. There will be three (3) staff members who will be manding the medical post checking parents' and childrens' temperature, disinfecting their belongings, and asking screen questions. Another staff member will be gathering the child/children and their belongings and guiding them outside to their parents.

If there is an increase in staff absences, the center will hire part-time/on-call staff to ensure that there is enough manpower to manage and care for the children. If the center does not acquire any part-time/on-call staff to substitute the full-time staff, then the center will close temporarily until there are enough staff members to manage each classroom.

If any staff member is showing signs or reporting signs congruent with COVID-19 or is living with someone who is showing signs or is infected with COVID-19, then that staff member will not be allowed to return to the center until they have been tested and cleared of the virus. Each staff member must come to work with attire covering the entire body (ex. long sleeve shirt and long pants), a face mask, and gloves. If they do not meet these requirements, then they are not permitted to enter the center until they meet these requirements.



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Social Distancing Strategies

The center is a second home to forty-five (45) children and eight (8) staff members. Social distancing is a must in order to keep everyone in the center safe and healthy. The center is going to try its best to implement a social distancing policy in every classroom. Each staff member is going to be assigned to watch a certain number of children. The children in the designated classrooms will stay constant to monitor consistency. This consistency will be monitored by having classroom attendance logs listing the children and staff member assigned to that classroom.

When eating, participating in class activities, and interacting in circle time, the children will be seated 6-feet apart to ensure that the safety and health of the children. When playing outside, the children will be spread apart in the big yard and the lanai. The staff will try their best to keep the children at a safe distance and try their best to educate them on why these new rules are being put into place. When children are being put down for their naps, they will be 6-feet apart and will be positioned alternating head-to-toe.

Parent Drop-Off and Pick-Up

The center is going to be following a strict protocol when allowing parents and children into the center. There will be a medical post in front of the gate of the center with a sign labeled CORONA VIRUS HEALTH ALERT to remind the parents about the safety of our staff and families who enter the center. There will be one (1) staff member taking the temperature of all children and parents entering the center and asking a series of screening questions pertaining to being sick in the last month, coming in contact who is sick in the last month, coming in contact with someone who has COVID-19, or has traveled or has come in contact with someone who has traveled in the last month. There will two (2) other staff members sanitizing their belongings and guiding children and parents into the center. The staff members will be wearing face masks and gloves. Parents and children (excluding those two years old and below) will also need to be wearing a face mask when entering the center.

If any child or parent reaches a temperature of 99.9, has answered yes to any of the questions, or is not wearing a face mask, then the children and parent(s) will not be allowed into the center to ensure that those in the center are not at any risk of contracting COVID-19. If children do not look like they are well-kept, have a runny nose, are coughing, or sneezing, then they will not be allowed into the center.

When picking up children, the same procedure will be conducted with staff taking the temperature of children and parents, asking screening questions, and following the face mask requirement. As less children are in the center, there will be (2) designated staff members who will be prepping children's belongings and escorting them out to their parents.

Child Screening Methods

Children will be screened and monitored carefully daily. The center will be taking the temperature of all children who enter and leave the center to ensure the safety and health of all children and staff members in the center. The parents of the children will be asked a series of



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screening questions to ensure that their children are not showing any symptoms congruent with the virus within the last month, whether they have come into contact with anyone who has been sick within the last month or has been infected with COVID-19 within the last month, and if they have come into contact with anyone who has traveled within the last month or has been traveling within the last month.

If at any time there is a child who is showing signs at the center or has a temperature of 99.9, then that child and their siblings, if any, will be placed in an isolation area and sent home. The child and their siblings, if any, will not be allowed to return to the center until they have taken a test and is cleared of the virus.

Isolation and Caring for Sick Children Strategies

Before entering the center, every child that comes through the center will be screened. If a child appears to look ill or reaches a temperature of 99.9, then that child and their siblings, if any, will be placed in an isolation area. The isolation area will be in a designated room supplied with a sanitized mat. The child's parents will be contacted and informed of their child's condition. The child will be able to do activities and eat in the isolation room while awaiting their parents' arrival.

Cleaning & Disinfecting

The center has an existing cleaning and disinfecting schedule put in place. Staff clean and disinfect the center before the children arrive, after breakfast, after lunch, after snack-time, and before closing. The center makes sure that the children are not exposed to the cleaners or any toxic fumes at all times. On Thursdays and Fridays, the center's staff washes all bedding, disinfects all toys, and scrubs all mats in every classroom. Due to the virus, disinfecting toys, washing bedding, and scrubbing the classroom mats will be conducted every day.

The center's staff are all EPA certified and makes sure to use all EPA registered products. All the cleaning products are padlocked away in a closet to ensure that the children do not have access to it.

Changes to Caring for Infants & Toddlers

According to DPHSS & EPA, infants and toddlers that are utilizing playpens and beddings are to be placed 2-feet apart. Due to the pandemic, all infant playpens and toddler beds will be placed 6-feet apart. When infants are to have "tummy time", two (2) infants will be placed on separate mats at a time. After use, the mats will be sanitized before the next set of infants are given "tummy time". Infants are not to have any toys to ensure that the infant does not place the toys in their mouth. Toddlers will be placed 6-feet apart when playing, participating in classroom activities, and eating.

The center has an existing diapering protocol in place that is provided by the Center for Disease Control and Prevention. The infant and toddler teacher is to sanitize the diaper changing station, wear gloves, a face mask, and place the infant on the diaper changing table. After changing the child's diaper, the staff member is to sanitize the child and themselves by washing the child's hands and their hands.



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When eating, each child is to be 6-feet apart. If placed into a high-chair, each high-chair will be sanitized before and after each use. Each highchair will be assigned to a specific child to prevent

children from sharing furniture. After bottle feeding, each child's bottle will be cleaned thoroughly using hot water and soap and placed immediately in their bag.

Food Preparation and Meal Services

There center has an existing food preparation protocol and a designated kitchen staff member who is in charge of preparing childrens' food. The staff member will be sanitizing the counter tops and using gloves and a face mask to ensure the safety and health of the children. Meals will be spread apart to ensure that contaminants do not infiltrate childrens' breakfasts, lunches, and snacks.

Children are to bring their own food and provide their own cups/bottles. The center labels every meal, snack, and cup/bottle to ensure that children are not sharing germs by mistakenly eating someone else's food or drinking from someone else's cup/bottle. After consuming their meals and finishing their drinks, all containers and cups/bottles will be cleaned thoroughly with soap and water.

Education Implementation

Due to the continuing changes due to COVID-19, the center is going be an active agent in enforcing, encouraging, and educating our children about the virus, how to prevent themselves from contracting the virus, and what to do if they are starting to feel ill. The center is going to be implementing these aspects through daily circle time and lesson plans.

Circle time is going to be used to discuss the virus, how to prevent themselves from contracting the virus, and what to do if one is starting to feel ill. This will include talking about how the virus can make someone really sick, washing hands thoroughly, covering noses when sneezing, and practicing other daily health habits. Circle time will also be used to educate the children on telling their parents if they begin to feel ill by detailing their symptoms. This will be done by teaching children not to be afraid to say, "Mommy, I don't feel good."; "Daddy, I keep coughing."; "Grandma, my head is hurting."

Lesson plans will incorporate how to practice daily health habits, how to use a face mask, what to do if one starts to feel ill. Lessons plans will incorporate fun activities like counting to 20 when washing their hands or counting 6 steps when promoting social distancing. Although these aspects will be discussed in circle time, lesson plans will be used to reinforce the discussion and apply what has been discussed. By talking about these aspects during circle time and applying them in our daily lesson plans, the children will be able to better understand and learn ways to spot the virus, prevent the virus, and inform someone if they are showing symptoms of the virus.



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The following screening questions will be asked upon arrival (Provided by CDC):

1. Have you or your child/children traveled to any of these locations in the last month or have been in contact with anyone who has traveled to these places in the last month?

- China
- Iran
- South Korea
- Italy
- Japan
- Philippines

2. Have you or your child/children had contact with anyone with confirmed COVID-19 in the last month?

3. Have you or your child/children had any of these symptoms or have been in contact with anyone with these symptoms in the last month?

- Slight fever of 99.9 or greater than 100
- Difficulty breathing
- Cough
- Sneezing
- Runny nose

4. Are you or your child/children currently experiencing fever over 100, difficulty breathing, cough, or runny nose?

The following sign will be posted upon entering the center:

**CORONAVIRUS
HEALTH ALERT**

**We care about the safety
of our employees and
customers. If you are
feeling sick, have cough
or fever, we ask that you
DO NOT ENTER
our facility at this time.**

**Thank you for
your cooperation**